ADD A SHARED MEDIASITE FOLDER TO YOUR FAVORITES

Before you begin!

✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.

✓ Make sure you’re either a designated owner or shared user on the folder you’re trying to favorite – reach out to UNIT’s Multimedia Technologies team if you’re unsure.

Step 1 of 5
Log into MyMediasite at:
https://vums-web.villanova.edu/mediasite/mymediasite

Step 2 of 5
Type in the name of the Shared Folder you would like to favorite and click the magnifying glass icon to begin your search.

As a note, Villanova curricular courses on Mediasite use the following naming convention: SUBJ Course #–Section # (see image below).
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Step 3 of 5
By default, your search results will return all Mediasite content that matches the keyword you used – including individual presentations (denoted by a green tag), Channels (denoted by a blue tag), and Shared Folders (denoted by a red tag).

If needed, use the dropdown menu (see image below) to isolate search results by Shared Folder only.

Step 4 of 5
Next, click on the star outline to the right of the Shared Folder you would like to favorite – it will turn orange, indicated the Shared Folder has now been added to your “Favorites” (see image below).
Step 5 of 5
All favorited Shared Folders will appear at the bottom of your lefthand navigation bar when you log into MyMediasite for quick access (see image below).

You can remove a Shared Folder from your list of favorites at any time by hovering your cursor over the folder name in your sidebar, then clicking on the “X” to confirm removal.